

BOARD OF SELECTMEN

Francis A. Hegarty, Chairman,
Steven P. Rose, Clerk
Robert F. Brady Jr., Associate

TOWN ADMINISTRATOR

Francis T. Crimmins Jr.

Town of Avon Massachusetts

Town Offices
Buckley Center 02322
(508) 588-0414
FAX (508) 559-0209



Assistant Town Accountant
Part-Time
Town of Avon, Massachusetts

The Town of Avon seeks qualified applicants for a part-time Assistant Town Accountant. Candidates must have an associate's degree in accounting or business administration or related field. The Assistant Town Accountant works in accordance with Massachusetts General Laws, town policies, town bylaws and relevant state, federal and local regulations and standards. The responsibilities of the position include, but are not limited to, accounts payable, verifying purchase process compliance, assisting in verifying payroll and maintaining absences, general ledger/accounting tasks, and other functions needed to fulfill departmental responsibilities. This is a part-time, non-benefited, non-union position, not to exceed 19 hours per week. The salary range is \$17.35 to \$20.46 per hour. Send a letter of interest and resume to Mr. Francis T. Crimmins Jr., Town Administrator, 65 East Main Street, Avon, MA 02322 or apply directly at Town Hall by 4:30 pm on January 22, 2016.

The Town of Avon is an Affirmative Action, Equal Opportunity Employer.